



**DEPARTMENT OF THE ARMY
27TH TRANSPORTATION BATTALION (MC)
APO AE 09096**

AETV-SCS-MC

9 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Policy Letter # 6: Unit Clearing Procedures

1. **PURPOSE.** To provide guidance for personnel who are in a transitional state and are currently clearing this organization.

2. **INTENT.** This policy letter outlines formation requirements, uniform standards and unit obligations during the PCS clearing process. This will allow outgoing Soldiers to understand my intent as it applies to the total Soldier in order to permit a professional unit clearance. Soldiers who fall into this category will comply with the following as it pertains to the items below:

a. **Formations:** Soldiers will make the first duty formation of the day unless a scheduled appointment indicates otherwise. Should an appointment occur during this formation timeline it is the Soldier's obligation to inform his/her NCOIC the day prior. At the end of the formation the Soldier will update their clearing status to their NCOIC. In addition, all Soldiers will report regardless of clearing status during alert recall formations.

b. **Physical Fitness:** All Soldiers will continue to conduct unit PT with the unit in the proper seasonal attire on a daily basis during the clearing phase. The only exception to this may be based on MCT/HHC incentive policy letters as it pertains to high APFT scores.

c. **Accountability:** Each Soldier will update their 1SG upon telephone disconnection and furnish a POC for contact purposes until they depart the installation.

AETV-SCS-MC (Continuation)

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4. **CONCEPT.** Standards established by this policy letter are in accordance with DA published regulations and are to be used as a guide to properly monitor and supervise unit soldiers as they make unit transitions.

5. POC : CSM

WAYNE L. STULTZ
LTC, TC
Commanding

CF:

CDR, HHC

CDR, 619th MCT

CDR, 626th MCT

CDR, 627th MCT

CDR, 633rd DET

CDR, 634th DET

CDR, 635th MRD